

Valley View Middle School Site Council Bylaws

Article I: Name

The name of this organization shall be the Valley View Middle School Site Council

Article II Article of Organization

The Site Council is a policy making body governed by these bylaws, which may be amended.

Article III Mission

The mission of the Site Council is to provide a shared decision-making process and a communication link that will result in high-quality education of the students of Valley View and will produce a positive, supportive and responsive educational environment for students, staff, parents and the community.

Article IV: Membership and Terms

Section 1. Membership

The Site Council shall have up to 18(eighteen) regular voting members, as follows:

- Five (5) teacher representing each grade level and Extended French
- One (1) Principal
- Two (2) Assistant Principals and/or Dean of Students
- Four (4) parents, with one representing each grade level (6,7,8,9)
- Four (4) students from Student Leadership Council (one from each grade level. Two from each level are recommended for selection to ensure attendance at every meeting).
- One (1) PTSO President elect
- One (1) member of non-licensed staff
- *One (1) student from VOKAL*

Section 1.1 Member Definitions

- **Parent:** someone having a student at Valley View at the time of his/her appointment to the council or at any time during the term of service; not a Valley View staff member.
- **Licensed Staff:** Any person currently occupying a position for which a valid teaching license is required
- **Non-Licensed Staff:** Any person employed at Valley View in a position that does not require an administrative or teaching license.
- **Students:** Any person currently attending Valley View as a student and a member of Student **Leadership** Council and VOKAL.
- **PTSO President Elect:** This representative will be the President Elect of the Parent Teacher Student Organization.

Section 2. Terms

- The terms of the parents and staff shall be two (2) years on a rotation basis. Members elected to these positions may serve a second, consecutive term, but must take one year off before applying for a third term.
- Terms for students shall be one (1) or two (2) years.
- All terms will commence at the first regularly scheduled meeting of the school year.

Section 3. Termination of Membership

If a site Council member is absent from three (3) consecutive meetings, or if a member is absent from over half (1/2) of the meetings during any one school year and if such a member is deemed to have insufficient interest in continuing as a member of the Site Council, his/her membership shall be terminated by a majority vote of the remaining Site Council members. Any absence from three (3) consecutive meetings or half (1/2) of the meetings held in any school year shall be certified in writing by the secretary of Site Council.

Section 4. Replacement of Members

If a Vacancy should occur in a Site Council position before the expiration of the term, either through resignation or termination, the Site Council secretary shall request the nominating committee to recommend a replacement to the Site Council. This replacement will serve the remainder of the unexpired term.

Article V: Elections and Appointments

Section 1. Appointments

Parents, staff, and students who serve on the Site Council will be recommended by the nominating committee. These recommendations will be made prior to the end of the each school year. The recommendations will be voted on by the current Site Council with the new members attending the last regularly scheduled Site Council meeting of the school year.

Article VI Officers

Section 1. Organization

Officers of the Site Council shall consist of a chairperson, a vice-chairperson and a secretary. The Chair and the Vice Chair shall alternate between parents and staff members as defined in Article IV, Section 1.1. Nominations shall be made at the organizational meeting by means of a slate of nominees presented by the nominating committee and nominations from the floor. Officers shall be elected for a one (1) year term commencing at the organizational meeting of the year selected. Officers may be selected to no more than two consecutive 1-year terms.

Section 2. Duties

- **Chairperson:** The chairperson shall preside at all meetings of the council. The chairperson may call special meetings of the council, and must do so at the request of four council members. He/She shall prepare the meeting agendas and represent the Site Council before the school board, parents and other community groups.

- **Vice-Chairperson:** The vice-chairperson shall assume the responsibilities of the chair person in the absence of that person. The vice-chairperson shall serve as the parliamentarian for the Site Council Meetings.
- **Secretary:** The secretary shall certify the minutes of all council meetings. He/she shall assist the chairperson in all communications related to the work of the council. The secretary shall also notify the council of excessive absences pursuant to the Article IV, Section 3, and maintain a roster of past and present council members, showing areas of representation and terms of office.

Section 3. Executive Committee

The executive committee shall consist of the chairperson, vice-chairperson, secretary and school principal. Where extraordinary circumstances require, the executive committee may also act on behalf of the council as a whole, and such action or decision will be deemed a decision of the council unless and until a decision is revoked or modified by the majority of the full Site Council at its next regularly scheduled or specially-called full meeting of the council.

Section 4. Nominating Committee

The Site Council chairperson shall appoint a nominating committee, consisting of the principal, PTSO President-elect one parent and one staff member, each from the Site Council. The purpose of the nominating committee shall be to recommend candidates representative of the Valley View community for vacant positions and to present a slate of candidates for chair, vice chair and secretary to the Site Council for approval.

Article VII: Meetings

The annual organizational meeting of the council shall take place at the first regular meeting after the spring nominations and elections. The Site Council shall meet as determined by the Site Council. The council will hold regular meetings at least monthly during the school year. Special meetings may be held at the request of the chairperson or four voting members of the council and the meeting date must be announced at least 72 (seventy two) hours in advance. A quorum shall consist of a majority of the voting members of the council. When a quorum exists, a majority of those present may act, except in case of amendments to the bylaws (see Article IX).

All meetings shall be conducted according to the general parliamentary procedures as outlines in Robert's Rules of Order (Revised Version). All meetings are open to the general public. Any new agenda items should be submitted in writing to the Site Council Chairperson at least one week prior to the next scheduled meeting.

There will be no proxy votes.

Article VIII: Responsibilities

Section 1. Valley View Site Council

It shall be the responsibility of the Site Council to carry out the Mission of Valley View by sharing in the establishment of policies and goals for the school in accordance with school district policy, contractual agreements and all state and federal requirements unless specific waivers have been gained.

Section 2. PTSO

The PTSO shall serve as the primary communications link between the school and the Valley View community, and will provide a forum for discussion of school-related issues. Students, parents, staff and community members will be encouraged to actively participate whenever possible in educational activities associated with the school.

Section 3. Principal

It shall be the responsibility of the principal to direct and manage the day-to-day operation of the school as required by district policy and in accordance with the job description written by the district.

It shall, also, be the responsibility of the principal to keep the council informed of the status of the school's progress toward educational and building goals, and budget administration.

Article IX: Amendments to Bylaws

Amendments to these bylaws may be proposed at any regular council meeting. A written notice of the proposed change and the date of the next regular meeting at which the proposed amendment shall be discussed shall be sent to each council member and to the principal at least four (4) weeks prior to the date of the meeting. A favorable vote by two-thirds of the voting membership shall be required for approval of any amendment of the bylaws.